Phase II Training

For Quality Assurance Personnel

Briefed By

[CA insert name]

Why is Phase 2 needed?

- Phase 2 is conducted by the contract administrator for each contract monitored. It is contract-specific and includes review and discussion of at least the following IAW AFFARS Mandatory Procedures 5346.103:
  - A detailed discussion of the contract, PWS & Performance Plan (or QASP)
  - An awareness of any areas in the contract susceptible to fraud, waste and abuse
  - How to properly certify acceptance of services,
  - Maintenance of and submission of all QA documentation and past performance information

Multi-functional Team or BRAG

1. Members (BRAG charter)
2. Roles & Responsibilities (BRAG Charter)

   (QAP signs BRAG charter)
3. Training:

   Have you attended formal Phase I training conducted by the QAPC?

   (If not, have your FC immediately notify the QAPC in order to establish a training date)

B. Contract Review Overview

Details on following slides

- Type of Contract
- Contract Amount and Performance Period
- Sections of the Contract
- Transition
- Schedule B
- Clauses, rights & remedies, special provisions
- Areas Susceptible to Fraud, Waste and Abuse
- Payment Provisions
- PWS and Service Delivery Summary

Type of Contract

Contract Amount and Performance Period

Sections of the Contract

Transition

Schedule B

Contract clauses

- Inspection of Services clauses
  - FAR 52-246-4, inspection and services clause(non-commercial) FAR 52.212-4 contract terms and conditions commercial items (services may and should be re-performed)
- Contractor compliance with the technical requirements of the contract.
- Disagreements

Rights & remedies

(a) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may –
(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.(only for non-commercial or authorized tailored commercial contracts

Rights & remedies

(b) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements,

the Government may –

By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

Terminate the contract for default or cause, depending on the contract. Also, may not choose to exercise option year

CHANGES

Changes to the contract can only be authorized by a duly appointed contracting officer.

Special Provisions

[CA SHOULD BRIEF QAP ON ANY SPECIAL PROVISIONS AND SHOW THEM TO THE QAP]

POTENTIAL AREAS OF FWA

[CA SHOULD DISCUSS ANY POTENTIAL AREAS OF FRAUD, WASTE, OR ABUSE]

Payment Provisions

- [CA should explain the procedures for contractor billing, Receiving reports. WAWF requirements]

Performance Work Statement

- Review Scope of the Work

Performance Work Statement

Service Delivery Summary

Main Objectives (Key Indicators) and Thresholds

1.
2.
3.
4.

Performance Work Statement

- Specific Taskings and Deliverables
- Government-Furnished Property

  --- Updating inventory listings
- Review Performance goals and expectations

Performance Plan (or QASP)

(1) Contract*or* Management

- Documenting Results

- Performance Objectives/Thresholds

Performance Plan (or QASP)

(1) Contract*or* Management (continued)

- **Methods of Surveillance** – discuss methods being used in this contract; explain how PP may be changed if needed).

1.

2.

3.

Performance Plan (or QASP)

(1) Contract*or* Management (continued)

- Contractor's quality control plan
- Notifying CO of performance deficiencies
- Recommending improvements to PP or QASP

Performance Plan (or QASP)

(1) Contract Management

- Reviews
- Past Performance information (CPARS, if applicable)
- MOASP (if awarded under FAR 13.5, MOASP will not apply)
- Day-to-day business

3. Maintenance and Submission of QA Surveillance Documents

- Forms/Checklists

Maintenance and Submission of QA Surveillance Documents

Daily entries should include the word ‘ACCEPTABLE’ instead of ‘SATISFACTORY’ to evaluate performance

‘UNACCEPTABLE’ performance must be fully documented on the appropriate for or other surveillance logs and initialed by the representative of the contractor

Maintenance and Submission of QA Surveillance Documents

14FTW

- QAP nomination/appointment letter
- COs letter to contractor of apptment & duties
- QAP training certs
- BRAG Charter, minutes
- Contract & all mods; PWS
- QASP or PP
- Contractor's QC Plan
- Surveillance schedules & records of inspection; discrepancy reports
- Certification of services/Receiving Reports

QA file will be inspected quarterly by

Other Discussion topics

Ensure QAP understands that

(1) Changes to the Contract can only be authorized by CO

(2) CA is the point of contact for all contractual matters

(3) Disagreements between QA & contractor must be promptly referred to the CO for resolution

(4) CA and/or QAPC will accompany QA periodically during surveillance

QUESTIONS??